



Health Insurance Exchange Board of Directors Special Meeting

Tuesday, October 11, 2011
Special Meeting Minutes

Members Present: Lieutenant Governor Nancy Wyman, Chair; Secretary Benjamin Barnes, Office of Policy and Management (OPM); Mary Ellen Breault for Commissioner Thomas Leonardi, CT Insurance Department (CID); Commissioner Jewel Mullen, Department of Public Health (DPH); Jeannette DeJesús, Office of Health Reform & Innovation; Mary Fox; Mickey Herbert; Grant Ritter; Robert Scalettar; Robert Tessier; Victoria Veltri, Office of the Healthcare Advocate; Cecilia Woods

Members Absent: Commissioner Roderick L. Bremby, Department of Social Services (DSS); Michael Devine

Other Participants: Tia Cintron, OPM; Barbara Parks Wolf, OPM; Anne Foley, OPM; Karen Buffkin, OPM; Amy Tibor, OPM; Alexis Fedorjaczenko, Office of Health Reform & Innovation, Bobbi Schmidt, Office of Health Reform & Innovation; Bettye Jo Pakulis (Lt. Governor's Office); Theresa Becchi (Lt. Governor's Office); Steven Jensen (Lt. Governor's Office);

The special meeting of the Health Insurance Exchange Board of Directors was called to order at 1:00 p.m.

Board of Director's Oath of Office

All Board of Director's in attendance were sworn into office by Karen Buffkin.

1. CEO Recruitment Process

Vicki Veltri, Co-Chair of the CEO Search Committee, expressed gratitude to the Exchange Staff for their efforts in the development of the CEO recruitment materials, and to fellow members for their commitment to the process. The purpose of the special meeting is to propose to the Board the recruitment approach, process and materials.

Vicki informed the Board of the recent committee meeting held in order to determine the recruitment approach and the qualifications of the Exchange CEO candidate. Vicki expressed confidence that the qualifications agreed upon by the Committee will lead the Exchange to a candidate who will possess a strong consumer-driven background as well as solid insurance knowledge.

Co-Chair of the CEO Search Committee, Secretary Benjamin Barnes, emphasized the stringency of the recruitment timeline, and requested the Board move to approve the materials allowing for the posting of the job announcement the following day. The goal is to hire a CEO for the Exchange in February, 2012.

Barbara Parks Wolf walked the Board through the proposed recruitment materials, and summarized for the Board the application and interview process, as outlined in the recruitment materials. Barbara explained that each application will be screened by Exchange Staff, and eligible candidates will go through three rounds of interviews, with the final candidates presenting to the Board during the December 15th Board meeting. Following nominations by the Board, these three candidates will be recommended to the Governor for final selection.

CEO Recruitment Materials:

1. CEO Recruitment Timeline and Process
2. CEO Evaluation Plan
3. CEO Job Announcement (posted for four weeks)
4. CEO Statement of Duties
5. CEO Marketing Brochure
6. CEO Search Committee Calendar

Mickey Herbert requested clarification about the process by which the Governor selects the CEO. Lt. Governor Wyman explained that this process is dictated by statute and only applies to the first CEO. The Lt. Governor offered to provide additional clarification.

Mary Ellen Breault suggested that the interview process address any potential conflicts of interest the CEO candidate may have.

A motion was made by Lt. Governor Nancy Wyman for the Board to adopt the CEO recruitment approach, process, and materials. **Motion passed unanimously.**

Executive Session: Personnel Matter

At 1:14 p.m., Lieutenant Governor Wyman made a motion to go into Executive Session to review a personnel matter concerning the Project Director of Insurance Exchange. **Motion passed unanimously.**

The Board of Directors came out of Executive Session at 1:26 p.m.

Discussion:

Lt. Governor Wyman informed the Board of a RFP being issued for Projects two and three, which will encompass the requirements for task areas related to business process functions and related IT systems necessary for the design and development of the Exchange. The Scope of Services will be e-mailed to the Board later that day by Tia Cintron.

Prompted by Bob Tessier's request for more information regarding the RFP, Tia Cintron provided a brief overview of the Scope of Services. The purpose of the RFP is to solicit a qualified contractor who will be responsible for all tasks and deliverables on both the business process functions and related IT systems necessary for the design and development of implementation options for Exchange functionality. Tia encouraged the Board to contact her with questions and comments once they review the Scope of Services document.

Mickey Herbert raised a question as to whether the vendor for the RFP projects 2-3 would provide operational services under the scope of work and/or be involved in implementation as well. Tia Cintron

clarified that these work areas will be done separately and that the first initiative is to procure business mapping and functionality assessment which will be funded under the Level One Establishment grant.

2. Next Steps

Lt. Governor Wyman advised the Board of the next meeting which is scheduled for October 20, 2011. Lt. Governor Wyman requested the Board notify Staff if they are unable to attend.

Adjournment

A motion was made by Lt. Governor Wyman to adjourn the meeting at 1:31 p.m. Secretary Benjamin Barnes seconded the motion. **Motion passed unanimously.**